

BUS OPERATIONS SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and supervisory work directing the daily operations and delivery of transit services of a large municipal transit system.

Work involves responsibility for supervising the scheduling of bus operations, planning of bus schedules, and recommending and reviewing bus routes to insure convenient, efficient and economical service to the public. Work also involves interviewing and selecting Bus Operators and developing necessary training programs. General supervision is received from an administrative superior with work being reviewed through conferences, reports and results achieved. Supervision is exercised over subordinate Bus Operators, Field Supervisors and other employees.

EXAMPLES OF WORK PERFORMED

Manages and coordinates the daily operations and activities of a large municipal transit system.

Supervises, plans and assigns the work of Bus Operators with the assistance of Field Supervisors; reviews public complaints and accident incidents to determine responsibility for occurrence; instructs Bus Operators in methods to avoid prior errors.

Supervises run assignments and vacation schedules for Bus Operators; reviews and follows up on Bus Operators absences, miss outs and schedule failures.

Supervises and coordinates route checks at time points and ends of lines to determine schedule observance, need for detours and related operation modifications.

Develops and implements performance objectives to achieve and insure most efficient use of time, staff and available resources; estimates the total cost of future labor and materials required in order to monitor effectiveness of established performance objectives.

Prepares preliminary budget request and monitors budget expenditures as they relate to StarTran's overall operations.

Provides for effective employee relations; resolves employee complaints and grievances within the confines of negotiated labor agreements; and confers with union representatives relative to bus operations and garage operations as deemed appropriate.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of state and federal laws as they apply to the operation of a large municipal transit system.

Considerable knowledge of modern managerial principles and practices as they relate to the effective and efficient operation of a large municipal transit system.

Considerable knowledge of community street and road systems as they apply to effective bus routing and scheduling.

Ability to correct schedule failures due to adverse conditions caused by emergency situations or anticipated situations.

Ability to plan, assign, supervise and review the work of subordinate employees.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, co-workers, union representatives and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by college level course work in business or public administration or related field with considerable experience in bus operations and bus scheduling plus considerable supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent plus considerable experience in bus operations and bus scheduling involving some supervisory experience; or any equivalent combination of training and experience which provides the required knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties. Valid Commercial Driver's License (CDL) required within 30 days of appointment.

Approved by: _____
Department Head

Personnel Director

11/94
Revised 10/97

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